

Missouri Sunshine Law

Sample Notice of Open Meeting

This suggested form is intended for use when a public governmental body plans to conduct an open meeting.

(Insert date and time notice was posted)

Notice is hereby given that the **(insert name of public governmental body)** will conduct a meeting at **(insert time)** on **(insert day, month and year)** at **(insert place where meeting is to be held, or, if the meeting will be conducted by telephone or other electronic means, the location where the public may observe and attend the meeting or directions to access the meeting electronically.)**

The tentative agenda of this meeting includes **(list topics)**:

The news media may obtain copies of this notice by contacting:

(Insert name)

(Insert address)

(Insert phone number)

[Insert Name of Advisory Board]

Draft Sunshine Law Policy

OFFICIAL CUSTODIAN. The official custodian of the public records is [insert name and position].

ACCESS TO PUBLIC RECORDS. This advisory board shall comply with the Sunshine Law of the state of Missouri, Chapter 610 of the Revised Statutes of Missouri. That law requires that each public body shall have a reasonable written policy regarding the release of public information. The law also requires all public records requests be responded to within three (3) business days.

All requests for public documents shall be in writing, describing the items requested to the custodian of records. The custodian of records can be contacted as follows: [insert mailing address and e-mail address]. The custodian shall examine the request and locate all public documents requested. It may be necessary to call the requesting party to clarify the nature of the request. Arrangements shall be made to have the documents copied or made available to the requesting party.

A response must be sent to the requesting party no later than the third business day following receipt of the written request. The response may be one of the following:

- a. Production of the documents.
- b. A letter informing the party of the copying charge and requiring payment before the documents will be copied, if the documents requested involve a voluminous amount of records. Such charges will be in accordance with the limits placed by law.
- c. A letter indicating that the documents are available for inspection at a specified place during normal business hours.
- d. A letter indicating that the records cannot be produced within the three business days and stating when the records will be provided.

[date policy]